



Welcome to *JUMP*, the OPI online assessment newsletter. *JUMP* is published several times during the year to announce important assessment and data events. It provides up-to-date information necessary for the administration of statewide assessments and the accompanying data collections.

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## MontCAS Goals and Objectives

Montana Comprehensive Assessment System

Our goal is to provide the necessary support and training that test administrators and their teams will need to successfully administer the Smarter Balanced Assessment in addition to all other statewide assessments. We will:

- ◆ Provide comprehensive trainings via topical and assessment-specific webinars and make them available through recordings and printable slides on our website. We will also prepare timely information and materials.
- ◆ Work with OPI staff to spread important information to stakeholders.
- ◆ Coordinate with vendors so all trainings can be focused on topic and touch all applicable assessments.

## 2014-2015 Assessment Schedule

Assessment Window	Assessment	Grade
December 3, 2014-January 28, 2015	English Language Proficiency	K-12
January 5-January 23	<b>Assessment Registration Collection:</b> Initial registration for MontCAS Assessments	3-8, 10-11
March 19	<b>Test Window Count Date:</b> Student data must be accurate as of this date.	3-8, 10-11
February 17-March 24	CRT-Alternate Science	4, 8, 10
March 3-March 24	CRT Science	4, 8, 10
April 28 (Initial Test Date)	ACT Plus Writing for Public School Students	11
April 28– May 12 (Accommodations Window)	ACT Plus Writing for Public School Students	11
May 12(Makeup Day)	ACT Plus Writing for Public School Students	11
March 30-May 15	NCSC Alternate English Language Arts and Math	3-8, 11
March 18—May 27	Montana Smarter English Language Arts and Math	3-8, 11

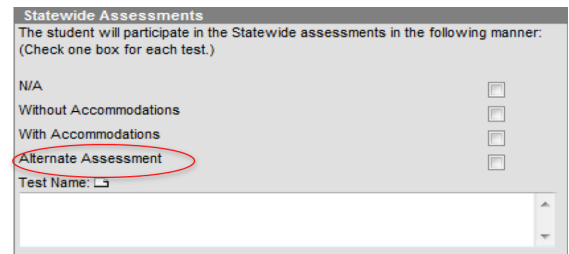
# December Announcements

## Student Registration

### Alternate Assessment Registration

Because there are two alternate assessments in the Spring of 2015, the Science CRT-Alt in grades 4, 8, and 10 and the NCSC Alternate in English language arts and math in grades 3-8 and 11, OPI has worked to streamline the registration process. If you have a student who is eligible to take an alternate assessment and you have marked the Alternate Assessment checkbox under the Statewide Assessments editor of the student's current

locked IEP in your AIM system, your student will have already been counted as eligible for the Alternate Assessment. If you did not mark this box, and a new IEP will not be written before January 23, 2015, you will need to create an amendment on the current locked IEP in the AIM system and check the Alternate Assessment box.



If you are unsure how to create an amendment, please contact Mary Graff with the Data & Accountability Unit of the Special Education Division: [mgraft@mt.gov](mailto:mgraft@mt.gov) or 406-444-0685. Mary will be on vacation from Friday, December 19, through Friday, January 2, 2015, but will check e-mail often. Alternately, contact Anne Rainey at 406-444-4430 or [arainey@mt.gov](mailto:arainey@mt.gov).

- Please make sure your student's current IEP is locked in the AIM system as we are unable to extract the Statewide Assessments information on IEPs and/or amendments that are unlocked.
- And, please make certain that box is checked by **January 23, 2015** to ensure your alternate assessment students are registered.

#### NOTES:

1. If you already registered students for the Science CRT-Alt on the Measured Progress secure site, you still need to follow the process described above have the Alternate Assessment box in each student's IEP checked.
2. If students eligible for an alternate assessment enroll after January 23, please contact Judy Snow.

### Montana Smarter Registration

OPI's AIM staff will send Measured Progress a file with all students enrolled in AIM by January 23. Please work with your AIM staff to have AIM current by January 23, including any grade changes at the semester and the IEP box indicating Alternate Assessment. OPI and Measured Progress are working together to streamline the process for registering students who enroll or move after January 23. More information will be available in January.

## SMARTER

### Smarter Practice and Training Tests

Teachers, parents, and students in Montana can access online practice tests aligned to the Common Core State Standards. The Practice and Training Tests provide a preview of the types of questions that will be featured in the Smarter Summative Assessment including selected-response items, constructed-response items, technology-enhanced items, and performance tasks giving teachers and students the opportunity to experience the Common Core aligned items and become familiar with the online test delivery system including accessibility options.

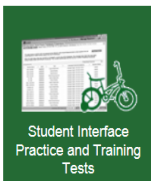
### Accessing the Practice and Training Tests

#### Accessing the Practice and Training Tests

Click on the link below to access the Practice and Training Tests. They can be accessed using a regular browser (Explorer 10, Chrome, Safari, Firefox) or a secure browser. NOTE: Some test features and accommodations require the use of the secure browser. <http://sbac.portal.airast.org/practice-test/>

1. Select Student Interface Practice and Training Tests
2. Click Sign In. Confirmation code, state student ID, and session ID fields are pre-populated for a guest session.
3. Select a grade level
4. Select the test

1



2

Please Sign In

☒ Guest User

Confirmation Code:

State-SSID:   
(ex: ST-9999999123)

☒ Guest Session

Session ID:

To log in to the Practice Test, simply select [Sign In], then navigate through the login screens.

Browsers: IE v10

3

Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

Confirmation Code: None

State-SSID: GUEST 0

Grade:

School: GUEST School

4

Your Tests

Select a test.

This is opportunity 1 of 99

This is opportunity 1 of 99

This is opportunity 1 of 99

This is opportunity 1 of 99

This is opportunity 1 of 99

This is opportunity 1 of 99

## Practice and Training Tests

- ◆ The [Resources and Documentation](#) Page has supporting documents including manuals and user guides, classroom activities, scoring guides, answer keys, and performance task rubrics.
  - ◆ User Guide: [http://sbac.portal.airast.org/wp-content/uploads/2013/07/PracticeAndTrainingTest\\_UserGuide\\_021414.pdf](http://sbac.portal.airast.org/wp-content/uploads/2013/07/PracticeAndTrainingTest_UserGuide_021414.pdf)
- ◆ The **Practice Test** is a full-length session that provides students practice with the content of the aligned test as well as how to use the tools and features of the test. Answer keys and performance task rubrics are available.
  - ◆ <http://sbac.portal.airast.org/practice-test/resources/#scoring>
- ◆ The **Training Test** is a shorter version of the test designed specifically to help students learn how to use the different tools and features of the test.

## Smarter Digital Library

The Smarter Balanced Digital Library is an online collection of instructional and professional learning resources contributed by educators (including Montana educators) for educators. It is one of the three components of the Smarter Balanced Assessment System and is available to Montana educators. The resources in the Library:

- ◆ Connect the CCSS and formative assessment practices
- ◆ Are vetted against a set of quality criteria
- ◆ Are supported by research and evidence.

Many Montana educators are already accessing the Digital Library and using its resources in classrooms.

For a password and login information, please contact your System Test Coordinator who will provide OPI with your email address.

- ◆ Once OPI has that address, you will receive an e-mail from [Smarter-DoNotReply@opentestsystem.org](mailto:Smarter-DoNotReply@opentestsystem.org) with temporary password information.
- ◆ Once this e-mail is received, you will log in at [www.smarterbalancedlibrary.org](http://www.smarterbalancedlibrary.org) using your e-mail as your login name and the temporary password provided by the e-mail.
- ◆ You will be asked to change your password, select a security question (a must do), and update your profile.
- ◆ Tips on the use of the Digital Library are included in a recorded webinar, <http://www.keysurvey.com/>

## Assessment & Data Conference

Eastern Conference: January 8-9, Billings, MT, Crowne Plaza Hotel

Western Conference: January 15-16, Missoula, MT, Hilton Garden Inn

- ◆ [Conference Sneak Peek](#)—Find out what sessions we are going to offer!
- ◆ [Click here](#) to visit the conference website.
- ◆ Registration: [https://tofu.msu.montana.edu/cs/opi\\_assessment\\_2015/registration](https://tofu.msu.montana.edu/cs/opi_assessment_2015/registration).



Registration Type	Registration Cost
System Test Coordinator	<b>Registration is free.</b> System Test Coordinators were mailed a coupon on November 6. Contact Ashley Makowski at amakowski@mt.gov with questions. <b>You must be registered by December 31 to receive discount.</b>
Single Person	<b>\$75</b>
Team of 3	<b>\$190 (15% discount): Team Discount Disclaimer:</b> Because all members of a group do not need to be registered at the same time, MSU Conference Services will calculate the discount for teams based on number of members registered by December 31. At that time, an invoice will be sent to the group with the discount applied. <b>You must be registered by December 31 to receive discount.</b>
Team of 4	<b>\$240 (20% discount):</b> See Team Discount Disclaimer.
Team of 5	<b>\$285 (25% discount):</b> See Team Discount Disclaimer.
Team of 6	<b>\$315 (25% discount):</b> See Team Discount Disclaimer.



## ACCESS for ELLs Testing Schedule

Date	Event
December 3, 2014– January 28, 2015	Test Window
January 14, 2015	Deadline to order additional materials.
January 20, 2015 2:30-3:30 p.m. (link opens at 2 p.m.)	Webinar: Packing Materials for Shipping <a href="http://www.keysurvey.com/f/710289/1142/">http://www.keysurvey.com/f/710289/1142/</a>
January 28-February 4, 2015	<b>Systems Pack Completed Materials</b>
February 4, 2015	<b>Systems Ship Completed Materials</b>
February 10	<b>All Materials Received by Metritech</b>

## ACCESS for ELLs Testing Schedule Cont.

Date	Event
April 7, 2015 2:30-3:30 p.m. (link opens at 2 p.m.)	Results Reports Webinar <a href="http://www.keysurvey.com/f/710291/1f9c/">http://www.keysurvey.com/f/710291/1f9c/</a>
April 7-13	Results Reports Shipped to Systems

## Training Requirements and Test Manuals

WIDA requires that test administrators become certified to administer the ACCESS for ELLs. In order to do so, TAs need to study the training materials provided on the WIDA website in the ACCESS for ELLs, Training, Quizzes, & Certification section (login required) for the tests they will administer, or they can participate in face-to-face or live webinar trainings. **All TA's, regardless of whether they complete the online training or a live training, must log in to the WIDA website and pass the appropriate test or quizzes with a minimum of 80% on each quiz.** All certification materials can be found on the WIDA website: [www.wida.us](http://www.wida.us)

## Ordering Additional Testing Materials

Should additional materials be needed, please order directly from MetriTech using this form:

<https://www.metritech.com/documents/wida/2015%20WIDA%20Order%20Form.doc>

## Students who move during the ELP assessment window

1. Please complete the following form when a student takes one or more sections of the ACCESS for ELLs test in one school and transfers to or from another school (may be a new system) and takes the remaining sections.

<https://www.metritech.com/documents/wida/WIDA%20-%20Student%20Transfer%20Form.pdf>

NOTE: DO NOT USE THIS FORM if the student moved out of state. Instead, mark the test DO NOT SCORE and include with the non-scoreable materials.

2. Complete all available information on the form.

3. Contact the other school/system, so they can complete the same form. Please **DO NOT EVER SEND TESTING MATERIALS TO ANOTHER DISTRICT WHEN A STUDENT MOVES**

4. Paper-clip this form to the front of the test book (DO NOT STAPLE OR TAPE).

5. Place this test behind a To Be Scored 'School Header Sheet' with the name of the school system and school that should receive the results.

6. MetriTech will make every effort to combine scores from all sections taken by the same student in different schools/school systems.

## Nondisclosure Agreement

The WIDA non-disclosure agreement is an agreement to maintain confidentiality of the test to protect the test as proprietary property of the University of Wisconsin.

- ◆ System Test Coordinators must ensure that each test administrator reads and signs the WIDA non-disclosure agreement.
- ◆ The non-disclosure agreement can be downloaded and printed from the download library in the ACCESS for ELLs section on the WIDA website: <http://www.wida.us/downloadLibrary.aspx>.
- ◆ System Test Coordinators should retain and file the signed hard or digital copies of the agreements.



## Off-site Proposals

The deadline for ACT Test Coordinators to submit off-site proposals is January 9. ACT Test Coordinators should compare their school with the facility requirements outlined in the [ACT Test Administration Manual](#) to determine if they should test off-site.

## Accommodations

The application to request ACT-Approved Accommodations is online this year. ACT Test Coordinators will need to set up their account with the ACT College and Career Readiness Information (CCRIS) and grant the Test Accommodations Coordinator access to the accommodations application. [Click here](#) for training on how to use the CCRIS and the Test Accessibility and Accommodations (TAA) system. The deadline to request ACT-Approved Accommodations is January 23.

## MontCAS Recorded Trainings

Training	Link
Setting the Stage: Preparing for the MontCAS 2015	<a href="http://www.keysurvey.com/f/689819/24ec/">http://www.keysurvey.com/f/689819/24ec/</a>
Setting the Stage: Preparing for Accommodations and Technology	<a href="http://www.keysurvey.com/votingmodule/s180/f/699941/7a9b/">http://www.keysurvey.com/votingmodule/s180/f/699941/7a9b/</a>
Setting the Stage: Test Manual Guidance	<a href="http://www.keysurvey.com/f/701080/227d/">http://www.keysurvey.com/f/701080/227d/</a>
Setting the Stage: Data Expectations	<a href="http://www.keysurvey.com/f/701081/1d9d/">http://www.keysurvey.com/f/701081/1d9d/</a>
Smarter Digital Library	<a href="http://www.keysurvey.com/f/709006/16f3/">http://www.keysurvey.com/f/709006/16f3/</a>
Setting the Stage: Data Expectations	<a href="http://www.keysurvey.com/f/701081/1d9d/">http://www.keysurvey.com/f/701081/1d9d/</a>
NCSC Alternate Assessment Overview	<a href="http://connect.opi.mt.gov/p79ybxq4d1l/">http://connect.opi.mt.gov/p79ybxq4d1l/</a>
WIDA Training Modules: Group administration	<a href="http://www.wida.us/downloadLibrary.aspx">http://www.wida.us/downloadLibrary.aspx</a>
WIDA Training Modules: Speaking Test Administration	<a href="http://www.wida.us/downloadLibrary.aspx">http://www.wida.us/downloadLibrary.aspx</a>
WIDA Training Module: Kindergarten Test Administration	<a href="http://www.wida.us/downloadLibrary.aspx">http://www.wida.us/downloadLibrary.aspx</a>
WIDA Training Module: Alternate ACCESS for ELLs Test Administration	<a href="http://www.wida.us/downloadLibrary.aspx">http://www.wida.us/downloadLibrary.aspx</a>

Sometimes it feels like a  
juggling, balancing act...



...Thank you for hanging  
in there!